

Texas Woman's University Fitness and Recreation

Intramural Handbook

MISSION STATEMENT

The mission of TWU Fitness and Recreation is to provide fitness and recreational opportunities to the students, faculty, and staff of Texas Woman's University. This is done in an atmosphere that promotes student learning and development and complements the student's overall educational experience at TWU.

REGISTERING FOR INTRAMURALS

Players will register and pay online for intramurals by completing the necessary forms for EACH sport they wish to participate in on the Fitness and Recreation web site. The URL for this site is <https://portal.twu.edu/default.asp>.

There are two ways to register for intramural sports:

Free Agent

Free Agents are players that do not belong to a specific team and would like to be placed on a team with other Free Agents or on a registered team that would like to have more players. The Recreation Supervisor or Assistant Recreation Supervisor will place you on a team after online registration and payment occur at <https://portal.twu.edu/default.asp>. Accommodations can be made for friends to be on the same team or in the same league.

Notification of which team you have been placed on and who the captain is will be sent via email no later than the Friday before play begins.

Registered Team

A registered team consists of at least one captain and the minimum amount of players required for registration; it varies with each sport but it is listed on the online registration. All players that have a team to register with can register themselves, but only captains can add/drop players from the team. Registering a team is done online at <https://portal.twu.edu/default.asp>; each player's information will be required at the time of registration as well as payment for every player.

The minimum amount of players per sport MUST be met. If the minimum amount is not met, the registration will go through but will not be acknowledged by the Recreation Supervisor or Assistant Recreation Supervisor as a viable team in the league. An email or phone call will be made to the captain to explain the situation and the steps needed to be taken to have a viable team in the league.

PAYMENT

Each sport has a required \$5 fee per player. The payment is made online at <https://portal.twu.edu/default.asp> after registering for the sport. If the payment is not done online, the registration will not go through.

If an individual registers as a Free Agent or is added to a team after the registration and payment deadline, there is a \$15 late fee applied to each player being registered after the deadline. All late registrations and payments must go through the Recreation Supervisor or Assistant Recreation Supervisor.

ELIGIBILITY

Individual Player

All current TWU students, faculty, & staff are eligible to participate in TWU recreational sports, provided they meet the following requirements:

Undergraduate & Graduate students:

Student must be in good standing with TWU, in accordance with the student handbook guidelines and the Dean of Students office. Any participant found to be under disciplinary penalty, will cause his/her team to forfeit any contests he/she participated in as a team member. Students under disciplinary penalty may attend intramural events as spectators only. For current varsity and professional athletes, please view the Restrictions section below.

- A spectator is defined as one who watches from a designated viewing area not on or immediately surrounding the field of play.

Faculty & Staff:

Faculty & Staff must be current for the semester in which they wish to participate in an intramural event.

Teams

Each team is required to have at least ONE captain; may have a co-captain but it is optional. He/she is the main contact person for the Recreation Supervisor, Assistant Recreation Supervisor, Sport Supervisor, and the other league captains. An email address that is checked the most often and an active phone number is required.

RESTRICTIONS

Individual Player

A. Current Varsity Athletes

- a. Varsity athletes are defined as TWU students whose names appear on the official team roster registered with the Athletic Department as well as players who are identified as ineligible, walk-ons, or red-shirts.
- b. All varsity athletes shall be ineligible to compete in their specific sport. Should a varsity athlete be removed from varsity participation, he/she will remain ineligible in his/her specific sport for the remainder of the academic year following the date they became ineligible for their specific sport.
- c. Should a student stop practicing with or be dropped from a varsity athletic team within the first thirty days of organized practices of his/her sport, he/she will not be considered a varsity athlete for that sport and will be eligible for intramural competition so long as they meet and maintain other eligibility requirements.

B. Professional Athletes

- a. A student who has lost amateur standing in a particular sport because of professional status is ineligible to participate in that specific TWU recreational sport.
- b. A professional athlete is an athlete who has played on a team that calls themselves professional or has accepted compensation above actual expenses for participation in a sport.

C. Intramural Employees

- a. Officials may not participate in the competitive division of any sport that they are officiating.
 - i. EX: A flag football official can not play in the competitive flag football division. They may play in the recreational division.
- b. Intramural supervisors may not participate in the competitive division of any intramural sport. They may play in the recreation division of any sport they are not supervising.

All employees: Any job responsibilities or duties will take priority over conflicting contest participation

Teams

- A. Team players are allowed to play on 2 teams in the same sport **as long as one team is coed.** Players may not play on two teams in the same league.
- B. Team players can play in more than one sport. Separate online registration and payment is required for each sport.

CAPTAIN'S RESPONSIBILITIES

- 1) Properly inform players of the date, time, and location of all games. Play schedules will be located online at www.twufitnessandrec.com no later than 5pm the Friday before play begins.
- 2) Ensure that all members of the team present their valid TWU or Texas ID card prior to the start of every game.
 - ✓ ID cards will be collected by officials prior to contest
 - ✓ No ID, no play, no exceptions
 - ✓ Any problems with a lost or misplaced ID must be taken care of prior to game time in the Recreation Supervisor's Office (Jones 103) between 10a.m. - 5p.m.
- 3) Serve as the team's representative and be the **only one to discuss rule interpretations with the officials.**
- 4) Be familiar with all rules, schedules, policies, and procedures and provide this information to all team members.
- 5) Captains are responsible for insuring proper behavior on the part of his/her team and its fans
- 6) Arrive at the game site at least 15 minutes prior to the start of every contest.

SPORTSMANSHIP POLICY

Sportsmanship ratings will be used to assess each team during a contest. The ratings will be assigned by the captains, officials, and sport supervisor following each contest according to the sportsmanship displayed by team members and the team as a whole.

The rating system is designed as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

**An "F" is given automatically if any member of the team/player is ejected from the contest*

For each sport, the captain of the opposing team or the opposing player, each official, and the sport supervisor will give your team a rating. All ratings for your team are then added up and divided by how many people gave ratings; this gives your team a sportsmanship rating for the contest.

Team/player must sustain a “B” average or 3.0 sportsmanship rating during the season to continue to play. One warning will be given if a team/player drops below a 3.0, and it is in the form of an Intramural Sportsmanship Acknowledgement form (see below). The team captain/player would have to sign the form to continue to participate in the league for the rest of the season.

All sportsmanship rating for each contest during the season will be averaged for playoffs. A team must have a “B” average to be eligible for the play-offs, regardless of their win/loss record. During playoffs, a team receiving a sportsmanship rating lower than a “B,” will not be allowed to advance regardless of victory.

TWU Fitness and Recreation Intramural Sportsmanship Acknowledgement

I, the captain/player, of the below mentioned TWU Fitness and Recreation Intramural team; acknowledge that as of the date of this document my team has an accumulative average sportsmanship grade of less than a “B” (3.0). I also understand that if my team is unable to raise the accumulative average to a “B” (3.0) minimum by the end of the regular season my team will be ineligible for playoffs.

Sport: _____ Team: _____
Date: _____ Grade: _____
Captain: _____ Signature: _____

Unsportsmanlike Conduct Defined

Unsportsmanlike Conduct is defined as a conduct by a player, coach, or spectator who, at any time while on field or on the grounds of a TWU Recreation Event, conducts themselves in an abusive, offensive, or illegal manner during game situations or outside of game situations. This includes, but is not limited to:

- 1) Fighting, verbal abuse or dissent toward an official or opponent;
- 2) Racial or ethnic slurs;
- 3) Inappropriate comments or actions that may be construed as sexual harassment;
- 4) Profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment;
- 5) Inappropriate posters;
- 6) Physical intimidation or abuse of an official or opponent;
- 7) Unauthorized leaving of a team bench area;

- 8) Striking or physically abusing an official, opposing coach, or player;
- 9) Intentionally inciting participants or spectators to violent or abusive action;
- 10) Using profane or unduly provocative language or action toward officials, opponents, or spectators
- 11) Any acts of deceit.

Crowd Behavior Guidelines

Team captains/players are responsible for the conduct of their spectators during Intramural contests. The following guidelines are provided to the Intramural staff to follow when dealing with unruly spectators and/or crowds watching any intramural contest. These guidelines will provide an effective way for the Intramural staff to deal with all intramural spectators.

- 1) Both game officials and supervisors shall conduct a pre-game conference with each team captain/player or representative. The game officials will explain all ground rules such as legal and illegal equipment and specific game rules for each sport. The sport supervisor will also inform each representative that they are there to assist the game officials and teams when questions arise. The sport supervisor should also remind the team representative of the team's responsibility for crowd behavior and that the game may be suspended for crowd control.
- 2) When the sport supervisor realizes that the unruly spectators are becoming a problem, the supervisor will contact the offenders and ask that they comply with Fitness and Recreation and/or University policy.
- 3) When the sport supervisor realizes that one of the following situations has occurred or the previous request has been ignored, the team captain/player or representative will be notified to instruct their spectators to comply with Fitness and Recreation and/or University policies for conduct:
 - a) Abusive language directed at game officials or opponents and other spectators in an inappropriate manner at any game site.
 - b) Unauthorized pets at any game site.
 - c) Failure to remain in designated spectator boxes or areas (sport specific).
 - d) Any violations of the TWU Student Code of Conduct (which includes possession of alcoholic beverages and controlled substances, etc.)
- 4) In the event that a team's spectators fail to comply with the continued verbal warnings, the following procedures may be implemented. The captain/player must be responsible for their spectators. The following options may be followed:
 - a) Suspension of the game until the warning(s) are followed appropriately.
 - b) If the above suspension has not brought results, the game is ended and the team and spectators will be asked to leave the game site. The outcome of the game will be decided later by the Recreation Supervisor.
 - c) As a last resort when all other efforts have failed, the TWU Police would be called to assist with control. The incident will then be reported to the Dean of Students Office.

Ejection Procedure

If an official, scorekeeper, Sport Supervisor, or any other Intramural Staff member hears a participant or spectator using profane language, the participant or spectator will be ejected from that game. THERE WILL BE NO EXCEPTIONS TO THIS RULE!

- 1) Participants who exhibit unsportsmanlike conduct during a contest, regardless of to whom the conduct is directed, will be ejected from that contest.
- 2) The ejected participant will be asked by the Sport Supervisor to sign an incident report. If the participant refuses to sign the incident report, the player or the player's team will forfeit the game.
- 3) The ejected participant must also completely leave the premises of the intramural event. If the participant refuses to completely leave the premises of the intramural event, his or her team will forfeit the game and the Sport Supervisor will call the TWU Department of Public Safety, who will forcibly remove the participant from the premises.
- 4) The Recreation Supervisor will set up an appointment with the ejected participant. Any player ejected from a game for misconduct will not be allowed to participate in the next played contest, or in any Fitness and Recreation event thereafter, until he/she has met with Recreation Supervisor.
- 5) The procedure for reinstatement is as follows:
 - A) Players ejected due to unsportsmanlike conduct will automatically receive a one-game suspension from the sport in which they were participating. The suspension is for the next scheduled game (including playoffs). Should the ejection take place on the last scheduled game for that sport, the participant ejected will miss the first scheduled game for the next intramural event in which he or she wishes to participate.
 - B) If the participant is required to meet with the Recreation Supervisor, it will be decided whether any further punishment is warranted. The participant will be notified of the Recreation Supervisor's decision within 24 hours of the end of the meeting.
- 6) Any organization or team with three (3) ejections in a semester will be suspended from Intramural competition until that organization's president or captain meet with the Recreation Supervisor to discuss possible, but not automatic, reinstatement for the individual(s) who have been ejected as well as the organization as a whole. The entire organization will be ineligible for Intramural competition until this meeting takes place.
- 7) Individuals, teams and/or organizations that commit violations involving more serious offenses while attending an official university event will be referred to the Judicial Affairs office.
- 8) The Recreation supervisor reserves the right to bypass all of these procedures and ban any individual, team or organization from Intramural competition if, in the Supervisor's judgment, the individual or organization has acted in such a way that banishment is warranted.

9) A participant who wishes to appeal the decision of the Recreation Supervisor must initiate the following appellate procedure:

A) Appeals must be made within three (3) calendar days of the decision and submitted in writing to the Assistant Director of Campus Recreation. All decisions made by the Assistant Director of Fitness and Recreation are final.

FORFEITS & DEFAULTS

Forfeits

- 1) To obtain a contest victory by forfeit, the required number of participants must be present and ready to play.
- 2) Forfeited contests will not be rescheduled. In the event of a double forfeit, the team with the most players present will be deemed the “winners” and gain a win. In the event of a double forfeit with each team having the same number of players, each team will be recorded as a forfeit and a loss.

GAME TIME IS FORFEIT TIME!

Teams scheduled to play at a specific time must appear at the designated site at least 15 minutes prior to that time. Teams not ready to play at the scheduled game time will forfeit that contest and the team that is ready for play will be declared the winner. If both teams fail to appear, a double forfeit will be declared. The decision to forfeit a contest is that of the official and the Sport Supervisor.

Defaults

- 1) When a team or player will not be able to play a regularly scheduled contest it is provided the opportunity to default that contest.
- 2) If a team or player chooses to default a contest, the team or player it was scheduled to play will be declared the winner.
- 3) Defaulted contests will not be rescheduled.
- 4) If a team or player chooses to default a contest, that team or player will automatically receive a Fair sportsmanship rating.
- 5) In order for a contest to be considered a default, the team manager must notify the Coordinator for Intramurals, in writing, by noon on the day of the contest.
- 6) Only one default is allowed per team or player per event.

INCLEMENT WEATHER

In case of inclement weather, outdoor games may be cancelled by the Recreation Supervisor or Assistant Recreation Supervisor. Information regarding cancellation of games on weekdays will be available **online** after 2 p.m. on the day of the event. It is the responsibility of the captain/player to find out when postponed activities or games have been rescheduled. All rescheduled game information will be posted online no later than the Friday before the rescheduled contest.

SAFETY AND INSURANCE

Despite efforts to make the playing environment as safe as possible, some Intramural participants are apt to be injured. Participants and spectators are advised to take protective measures when participating in or watching an Intramural event.

Texas Woman's University does not provide insurance for students who are involved in extracurricular activities, such as Intramural events. The Department of Fitness and Recreation strongly recommends that all Intramural participants obtain adequate medical insurance coverage.

Accident/Incident forms

For our records and your safety the intramural staff will always have incident forms and injury forms on hand at all intramural competitions. The Sport Supervisor will document everything that led up to the accident/incident, which will require them to fill out forms, collect personal information, and attend to anyone that needs First Aid/CPR/AED. Non injury related incident forms will be filled out either a) at the time of the incident or b) at the end of the game. The Sport Supervisor will make the decision depending on the nature of the incident.

INTRAMURAL SUGGESTIONS, PROTESTS, AND APPEALS

Rule Interpretations and Eligibility Protests

Game protests are considered valid in stances of rule misinterpretation and participant eligibility. Protests based on the judgment of game officials in playing situations will be accepted, yet will be judged accordingly. Protests must be made to the game official and the Sport Supervisor at the time of the rule misinterpretation and before play continues. All eligibility protests must be submitted in writing and legible form to the Recreation Supervisor according to the protest procedures. Use of a player who is found to be ineligible will result in the game being forfeited. The office cannot check each participant's eligibility, however when a specific case is reported, an investigation is made to determine whether the person in question is eligible.

A. Protest Procedures for Rules Interpretations

All protests on rule misinterpretations must be made at the time of the misinterpretation and be resolved before play continues. The protested situation may be resolved by:

1. The immediate correction of the rule misinterpretation ruling by the on-site supervisor or staff member. If there is no resolution:
2. If the protesting team still feels the on-site supervisor's ruling is incorrect, the protesting team must submit a clearly legible statement citing the specific rules misinterpreted and the protested situation to the Recreational Sports Office by 3:00 p.m. the next regular school day following the protested contest. In the case of a protested play, the game will resume following the on-site supervisor's ruling with both teams being notified that the game is still under protest. A copy of the formal protest is made available to the opposing team's manager/captain. The Intramural office will then rule on the protest. For further information on such matters refer to the Appeal Process below.

B. Eligibility Protests

All eligibility questions that occur during the regular season must be lodged with the Recreation Supervisor by 5:00 p.m. of the next working day.

Protests during playoff games, due to the limited time between games, will be handled on site by the staff. If there is further dispute of the issue, a written protest must be submitted to the Recreation Supervisor before noon of the next working day.

C. Appeal Process

All decisions by the Intramural staff are always subject to appeal by the participants. All sanctions and suspensions may be appealed in writing to the Intramural Office. The following clearly defines the process of appeals for all decisions:

- Officials' Call
- Sport Supervisor
- Recreation Supervisor
- Fitness and Recreation Advisory Committee
- Assistant Director of Recreational Sports

RESCHEDULING OF GAMES, DEFAULTS, AND POSTPONEMENTS

Schedules will be reviewed immediately upon receiving an entry to identify possible conflicts. The Intramural Office is willing to cooperate when extraordinary circumstances, necessitate a rescheduling of a game. However, due to the increasing number of entries and limited playing spaces, reschedules must be kept to a minimum. Rescheduling may be made only by agreement of both teams and the Intramural Office, and if there is time convenient to all three parties for the rescheduling. If all three parties cannot agree on a new time, the originally scheduled time for the contest will stand. Arrangements must be made at least one working day (24 hours) in advance of the originally scheduled game time.